



County of Los Angeles CHIEF EXECUTIVE OFFICE

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May 6, 2009

To: All Department Heads

From: 
William T Fujioka
Chief Executive Officer

CONTRACT COST REDUCTIONS

The County continues to face challenging fiscal circumstances requiring countywide budget reductions. Given these challenges, we have urged County departments to explore all avenues to reduce costs, including: 1) a review of the justification for all existing staff bonuses, and 2) purchasing lower-cost supplies.

This active and ongoing focus on cost reduction must include your existing and upcoming contract expenditures. In this regard, we call your attention to three Board policies as follows:

- **Board Policy 4.060:** Contract Expenditures Reduction Flexibility, which mandates the inclusion of a standard provision in all County contracts allowing for contract cancellation or renegotiation (to reduce cost) consistent with County budget reductions; and
- **Board Policy 5.030:** Low-Cost Labor Resource Program, which requires that departments consider low-cost labor options in lieu of, or to supplement, future contracts for grounds maintenance and other unskilled, labor-intensive services.
- **Board Policy 5.050:** Contractor's Use of GAIN/GROW Participants, which encourages businesses that contract with the County to hire participants in the Greater Avenues for Independence (GAIN) or General Relief Opportunities for Work (GROW) programs.

Accordingly and consistent with these policies, all departments must:

- Review all existing and upcoming contracts, particularly extensions and renewals, for opportunities to reduce contract costs, either through mutual agreement to reduce costs/lower fees, or through a reduction in services; and

"To Enrich Lives Through Effective And Caring Service"

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- Direct your staff to work with the appropriate program manager listed on the Low-Cost Labor Resources (Attached) to identify available low-cost labor services provided through programs managed by various County departments and other agencies, including Public Social Services (DPSS), Community and Senior Services (DCSS), Probation, Sheriff and the California Conservation Corps.
- Give specific consideration to the use of temporary stimulus workers through the GAIN, GROW and Workforce Investment Act (WIA) programs, administered by DPSS and DCSS respectively.

In addition, please review the Board memorandum issued by this Office dated April 28, 2009 - REPORT ON THE LOS ANGELES COUNTY WORKFORCE STIMULUS PLAN, which provides additional details regarding employment opportunities for unemployed CalWORKs and non-CalWORKs clients with County departments, private sector, non-profit organizations, and other municipalities.

Thank you for your cooperation and continuing efforts to promote greater cost efficiency, particularly in these challenging fiscal times.

WTF:ES:MKZ
FC:JH:pg

Attachment

c: Each Supervisor

COUNTY OF LOS ANGELES

LOW-COST LABOR RESOURCES

PROGRAM NAME	CONTACT PERSON	JOB FUNCTION	LABOR CREW SIZE	GEOGRAPHICAL SERVICE AREA
L.A. County DCSS – Adult/Dislocated Workers American Recovery and Reinvestment Act (ARRA) of 2009	Josephine (Josie) Marquez Phone: (213) 738-3175 jmarquez@css.lacounty.gov	ARRA makes no changes to delivery system requirements. Even prior to the implementation of the Workforce Investment Act (WIA), a network of one-stops was established in the County; the WorkSource Centers. Emphasis for the WIA Adult and Dislocated Workers Stimulus Funding includes occupational training with institutional/classroom programs delivered by public and private schools on the WIA Eligible Training Provider List (I-TRAIN) and work-based programs, which include customized training and on-the-job training (OJT) programs.	Individual basis	Los Angeles County
L.A. County DCSS – American Recovery and Reinvestment Act of 2009 – WIA Youth Program	Josephine (Josie) Marquez Phone: (213) 738-3175 jmarquez@css.lacounty.gov	DCSS currently contracts with sixteen (16) organizations to deliver WIA Youth Services. Pending approval to utilize recent procurements (or a waiver) to cover all Recovery Act Youth Programs, DCSS will recommend to WIB that Youth programs be delivered by current WIA Youth providers. DCSS will make WIB following notification from the State regarding Los Angeles County's share of WIA youth funds from ARRA.	Individual basis	Los Angeles County

PROGRAM NAME	CONTACT PERSON	JOB FUNCTION	LABOR CREW SIZE	GEOGRAPHICAL SERVICE AREA
<p>L.A. County DPSS – GAIN (Greater Avenues for Independence)</p>	<p>Lorraine Sinelkoff Phone: (562) 908-5863 Lorrainesinelkoff@dpss.lacounty.gov</p>	<p>GAIN does not offer a specific labor type. They take CalWORKs participants and help them find employment, stay employed, and move on to higher paying jobs; therefore, they offer a broad range of services on an individual participant basis. The program targets entry-level openings within the County in all labor categories. GAIN serves all of L.A. County. DPSS will be offering subsidized employment under County's GAIN program, using Federal contingency funds which will pay 80% of the wages and any increased expenditures associated with the subsidized employment. County departments will be responsible for the remaining 20% of the associated costs.</p>	<p>Individual basis</p>	<p>Los Angeles County</p> <p>GAIN has 7 regional offices throughout County</p>
<p>L.A. County DPSS – GROW General Relief Opportunities for Work</p>	<p>Maria Del Valle Phone: (562) 908-6863 mariadelvalle@dpss.lacounty.gov</p>	<p>The GROW Program is designed to offer job services to General Relief recipients who are deemed to be employable. GROW serves the entire L.A. County geographic area. The program assists participants with referrals to job openings for which they might qualify. These are primarily entry-level jobs. GROW, in partnership with DCSS, plans to make referrals of qualifying participants to the WIAs for referrals to job opportunities under the Adult Dislocated Workers Program, as well as the WIA Youth Services.</p>	<p>Individual basis</p>	<p>Los Angeles County</p> <p>GROW has 14 sites throughout the County of Los Angeles</p>

PROGRAM NAME	CONTACT PERSON	JOB FUNCTION	LABOR CREW SIZE	GEOGRAPHICAL SERVICE AREA
L.A. County DPSS – Workfare Program	Barbara Lyons Phone: (562) 908-6882 blyons@dpss.lacounty.gov	Workfare Program is to provide employable Food Stamp Participants with work activities that serve a useful public purpose and help to provide Participants with the work experience that may lead them to a full time employment and self-sufficiency. Some of the job activities provided through the FS Workfare Programs are: beach aide, building maintenance aide, freeway maintenance aide, gardening aide, ground maintenance aide, institution aide, office aide, parking lot aide, road maintenance aide, and vehicle maintenance aide.	Workfare Program is very flexible with the crew size and has no set minimum or maximum number of participants.	Los Angeles County
L.A. County Sheriff's – CBAC (Community Based Alternatives to Custody)	Sergeant Deberah Lightel Phone: (213) 893-5341 DALighte@lasd.org	CBAC is in existence and available to all County departments. Currently, CBAC operates by dispatching work release inmates to provide labor resources. Most worksites are laborious: Cal Trans (park and recreation, freeway cleanup), facility grounds keeping, and general building cleaning.	CBAC dispatches inmates in work crews which are supervised by Sheriff's personnel. Most worksites are staffed with a large crew; there are very few worksites that use only one inmate.	Los Angeles County
L.A. County Probation – JAWS (Juvenile Alternative Work Services) / PAAWS (Probation Alternative Work Service)	James Johnson Phone: (323) 226-8827 Cell: (562) 756-8311 James.Johnson@probation.lacounty.gov PAAWS office: (323) 226-8785	PAAWS is available for weed abatement, landscaping, general cleanup, painting, beach cleanup, and sand bagging.		

PROGRAM NAME	CONTACT PERSON	JOB FUNCTION	LABOR CREW SIZE	GEOGRAPHICAL SERVICE AREA
State of California – CCC (California Conservation Corps)	Duane Wilson Conservation Supervisor Phone: (213) 744-2254 Cell: (213) 241-9230 duane.wilson@ccc.ca.gov	CCC looks for work conserving or enhancing the State's natural resources or providing another public benefit, and work offering their staff an opportunity to boost employable skills. They can dispatch crews throughout California. Some typical projects CCC has undertaken are: landscaping and park development, trail construction, fire hazard reduction, energy auditing and retrofitting, tree planting, erosion control efforts, irrigation system installation, conducting water audits for public agencies, fish and wildlife resources, solar lighting and water heater installation, forest and timber management, wildlife range manager, public works projects, and recycling.	A typical CCC crew consists of 10-15 young workers; however CCC also states they are flexible with their crew sizes.	Entire State of California They have local offices in the cities of Norwalk, Pomona, and Los Angeles